

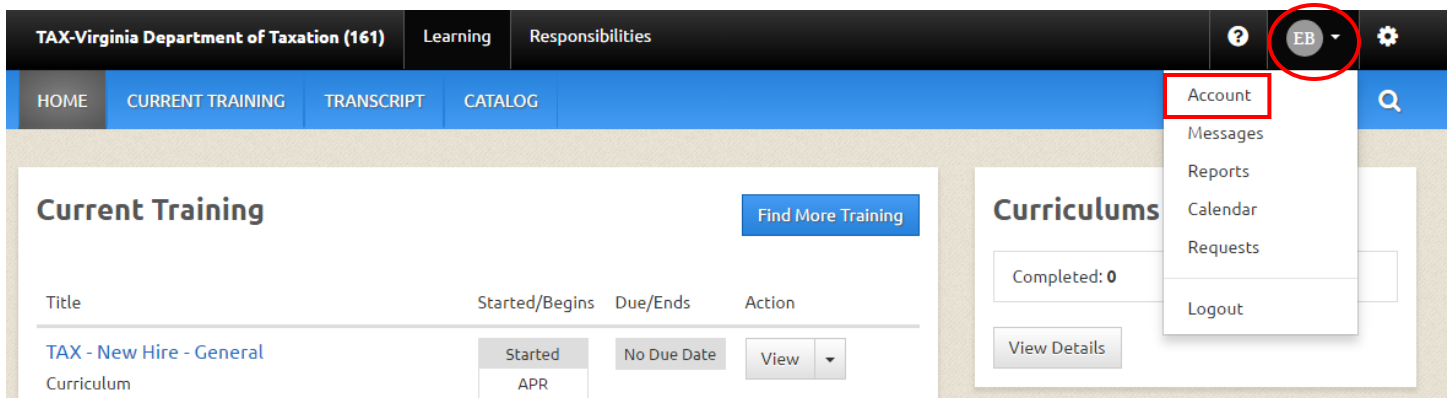
Change Your VLC Login ID or Password

The Virginia Learning Center (also known as VLC or formerly as the TAX Learning Management System, LMS) enables you to control your login information. You can change your Login ID and Password at any time.

To change your VLC Login ID:

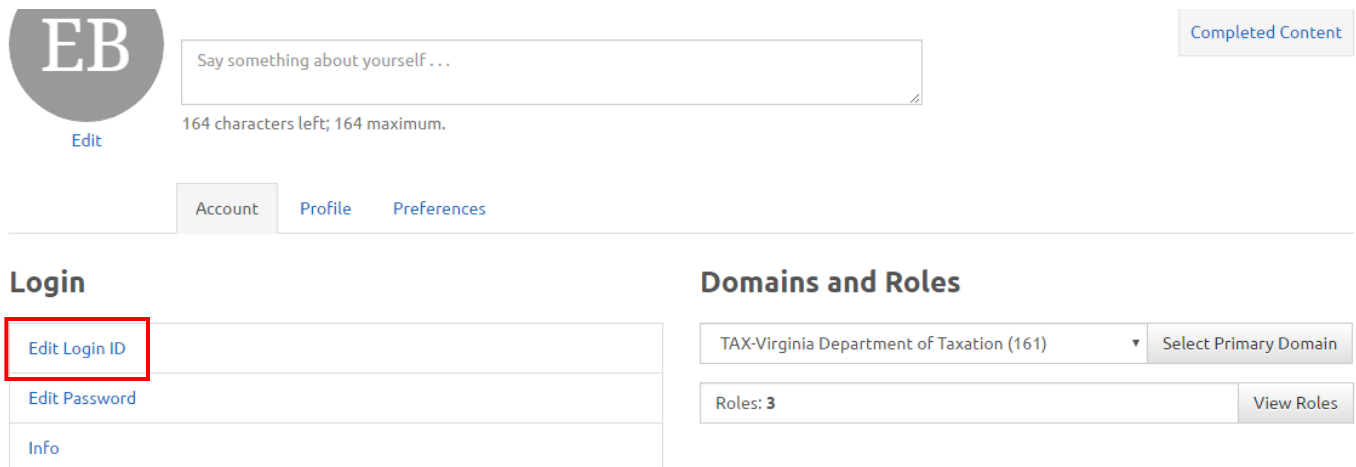
Step 1. Login to the VLC (<https://covlc.virginia.gov>)

Step 2. From the Homepage, click on your initials in the upper right hand corner and then click **Account**.



The screenshot shows the VLC homepage. At the top, there is a navigation bar with 'TAX-Virginia Department of Taxation (161)', 'Learning', and 'Responsibilities'. Below this is a blue navigation bar with 'HOME', 'CURRENT TRAINING', 'TRANSCRIPT', and 'CATALOG'. On the right side of the blue bar, there is a user profile icon with the initials 'EB' and a settings gear icon. A red circle highlights the 'EB' icon, and a red box highlights the 'Account' option in the dropdown menu that appears. Other options in the menu include 'Messages', 'Reports', 'Calendar', 'Requests', and 'Logout'. The main content area shows 'Current Training' with a table of courses and a 'Curriculums' section on the right.

Step 3. Next click **Edit Login ID**.



The screenshot shows the VLC user profile page. At the top, there is a profile card with the initials 'EB' and a text input field for 'Say something about yourself...'. Below this is a 'Completed Content' button. The page is divided into three tabs: 'Account', 'Profile', and 'Preferences'. The 'Account' tab is selected. Under the 'Login' section, there are three buttons: 'Edit Login ID' (highlighted with a red box), 'Edit Password', and 'Info'. To the right, under the 'Domains and Roles' section, there is a dropdown menu for 'TAX-Virginia Department of Taxation (161)' and a 'Select Primary Domain' button. Below this, there is a 'Roles: 3' section with a 'View Roles' button.

Step 4. Type your **Current Login ID** in the appropriate field.

Step 5. Type your **New Login ID** in the appropriate field.

Step 6. Click the **Save** button. Your new Login ID is saved in the system. You will use the new Login ID the next time you login to the VLC.

To **change your VLC Password** follow Steps 1 and 2 from above. At Step 3, click **Edit Password** right beneath Edit Login ID and fill out the information fields as requested. Click the Save button and your new password is saved in the system.

If you need assistance, please email the TAX VLC Administrator at VLCadmin@tax.virginia.gov.